

Beaver Watershed Alliance (BWA) Executive Director Job Description

Organizational objectives and description: BWA is a non-profit corporation organized for the purpose of working on voluntary and education programs and projects that are agreed upon by a vote of the Board of Directors, fostering communication among diverse stakeholders, and restoring water quality of impaired stream and lake areas. The objective of BWA is to maintain a long-term, high quality drinking water supply to meet present needs and continuing growth of the Northwest Arkansas region.

BWA was officially established in January 2011, as a result of the Beaver Lake Watershed Protection Strategy and the efforts of the Board of Directors, a group of Watershed stakeholders, who use consensus-based decision-making for watershed management. The Watershed spans Washington, Madison, Carroll, Benton, and a small portion of Franklin Counties. It is a community-based non-profit organization that organizes citizens, businesses, property owners, non-governmental organizations (NGO's), city and county municipalities, and governmental agencies in targeted efforts to preserve the water quality of Beaver Lake.

Reporting Relationship: Reports to the Board of Directors

Job Description: The Executive Director will be responsible for the leadership and management of BWA, and will implement internal and external goals that reflect the organization's purpose and objectives. S/he will spearhead the further development of BWA, working in concert with the Board of Directors, funding organizations, volunteers, and stakeholder organizations.

Responsibilities:

Board Development:

Serves as the primary staff person for BWA Board of Directors

Works to support the Board in their effort to recruit and maintain a diverse, strong, and balanced board representation

Promotes BWA Board of Directors' engagement in critical thinking, strategic planning, resource/financial development, and overall organizational wellness

Fiscal Management:

Establishes and adheres to rigorous accountability standards for grant and budget tracking

Directs financial activities and makes decisions based on plans and policies developed in concert with the BWA Board of Directors

Oversees/supervises all bookkeeping, accounting, and financial activities

Presents annual budget and quarterly financial reports for Board of Directors

Assures compliance with bylaws and financial policies, and accountability to funders and regulatory bodies

Engages with Treasurer and BWA Board in financial planning and diversification activities

Program Planning and Operations Management:

Builds and environment of quality volunteer management, public relations, and education programs

Together with the Board, ensures appropriate management and leadership of BWA

Designs and obtains Board and Committee consensus for programming goals and objectives and obtains their assistance in implementing these goals and objectives

Works closely with the Board of Directors to develop policies, guidelines, and priorities around projects and their deliverables

Works with staff to assure quality control of BWA projects including excellence in monitoring and reporting duties

Implements appropriate human resource policies and procedures for all staff

Public Relations, Fundraising, and Marketing:

Develops and sustains a diverse funding base, with an emphasis on corporate giving, foundation giving, and state/federal agency grant acquisition

Raises the visibility of and implements creative marketing strategies for the organization to drive awareness of BWA, our work, and program value

Oversees educational and outreach initiatives on watershed management topics, as determined by the Board

Works with print and broadcast media, and makes public presentations regarding BWA

Enhances the relationship between BWA and partner organizations, stakeholder groups, and the community at-large

With the Board's approval, may also represent BWA at community events and meetings to advance the mission of BWA

BWA will consider qualified candidates who can demonstrate the following characteristics:

- Interest in water quality issues in Northwest Arkansas and experience in implementation of programs addressing water quality and quantity
- Willingness to carry out the mission of BWA
- Significant and proven organizational leadership skills
- Understanding and management of not-for profits or equivalent, with experience working with Boards of Directors and volunteers
- An affinity for working with a culturally and politically diverse community
- Ability to move seamlessly within the agricultural, business, government and environmental communities
- Is visionary, trustworthy, diplomatic, and innovative with high energy level
- Demonstrated experience managing a complex budget
- Ability to build collaborative ventures with diverse constituents
- Success at fund development, including knowledge of and success in attracting foundation, government, and corporate grants; ability to identify, steward, and solicit individual donors
- Excellent communication skills, both written and oral; strong presentation skills
- The ability to foster a healthy organizational culture, to encourage teamwork and collaboration;
- Strong interpersonal skills that include the ability to inspire and motivate; effective at conflict management
- Excellent analytical skills
- Computer literate

Date of hire is expected to be April 1, 2018. The position is open until filled. Send resume with cover letter and salary requirements to: Beaver Watershed Alliance at

info@beaverwatershedalliance.org